



King County
Department of Development
and Environmental Services
900 Oakesdale Avenue Southwest
Renton, Washington 98055-1219
206-296-6600 TTY 206-296-7217

Revised for Web: 08/01/2005

RECORDS REQUEST FORM

For alternate formats, call 206-296-6600.

Date of Request _____ Permit/Plan No. _____

Name _____ Daytime Phone _____ - _____

Company _____ Mobile Phone _____ - _____

Mailing Address _____ Fax _____ - _____

City

State

Zip

INFORMATION REQUESTED

Site Address _____

Parcel No. _____

- | | |
|---|--|
| <input type="checkbox"/> Building Plans | <input type="checkbox"/> Rezone |
| <input type="checkbox"/> Site Plans | <input type="checkbox"/> Conditional Use Permit |
| <input type="checkbox"/> Building Permits | <input type="checkbox"/> Formal Plat |
| <input type="checkbox"/> Certificate of Occupancy | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Lot Line Adjustment | <input type="checkbox"/> Code Enforcement |
| <input type="checkbox"/> Short Plat | <input type="checkbox"/> Grading |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Mobile Home Title Elimination |

DO NOT WRITE BELOW THIS LINE

FOR STAFF USE ONLY

REEL NO _____	BF _____	EF _____
REEL NO _____	BF _____	EF _____
REEL NO _____	BF _____	EF _____
REEL NO _____	BF _____	EF _____

Total Cost: \$ _____

DDES Copy Charges

FOR STAFF USE ONLY

COPY SIZE	MATERIAL	PER COPY	NUMBER OF COPIES	TOTALS
8½ x 11 – 8½ x 11 x 17	20# Copy Paper	10 Cents Each	_____	_____
11 x 17	20# Copy Paper	15 Cents Each	_____	_____
18 x 24	Engineering Copy	\$1.36 Each	_____	_____
24 x 36	Engineering Copy	\$2.42 Each	_____	_____
36 x 48	Engineering Copy	\$3.49 Each	_____	_____
11 x 24	Mylar Copy	\$2.34 Each	_____	_____
24 x 36	Mylar Copy	\$3.55 Each	_____	_____
Color Copy	8½ x 11 - 11 x 17	\$5.00 Each	_____	_____
Certified Copy \$2.00 for first page and \$1.00 for each additional page				_____
Postage				_____
Staff Cost				_____
Material Subtotal				_____
Total Cost				=====

Staff Cost Charges

1 minute	\$0.39	21 minutes	\$8.10	41 minutes	\$15.81
2 minutes	\$0.77	22 minutes	\$8.48	42 minutes	\$16.20
3 minutes	\$1.16	23 minutes	\$8.87	43 minutes	\$16.58
4 minutes	\$1.54	24 minutes	\$9.26	44 minutes	\$16.97
5 minutes	\$1.93	25 minutes	\$9.64	45 minutes	\$17.35
6 minutes	\$2.31	26 minutes	\$10.03	46 minutes	\$17.74
7 minutes	\$2.70	27 minutes	\$10.41	47 minutes	\$18.13
8 minutes	\$3.09	28 minutes	\$10.80	48 minutes	\$18.51
9 minutes	\$3.47	29 minutes	\$11.18	49 minutes	\$18.90
10 minutes	\$3.86	30 minutes	\$11.57	50 minutes	\$19.28
11 minutes	\$4.24	31 minutes	\$11.96	51 minutes	\$19.67
12 minutes	\$4.63	32 minutes	\$12.34	52 minutes	\$20.05
13 minutes	\$5.01	33 minutes	\$12.73	53 minutes	\$20.44
14 minutes	\$5.40	34 minutes	\$13.11	54 minutes	\$20.83
15 minutes	\$5.79	35 minutes	\$13.50	55 minutes	\$21.21
16 minutes	\$6.17	36 minutes	\$13.88	56 minutes	\$21.60
17 minutes	\$6.56	37 minutes	\$14.27	57 minutes	\$21.98
18 minutes	\$6.94	38 minutes	\$14.66	58 minutes	\$22.37
19 minutes	\$7.33	39 minutes	\$15.04	59 minutes	\$22.75
20 minutes	\$7.71	40 minutes	\$15.43	60 minutes	\$23.14

Check out the DDES Web site at www.metrokc.gov/ddes